

NUMBER 5.0 – NEW HIRE SAFETY ORIENTATION

Number: 5.0

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1.0 PURPOSE:

To provide newly hired employee(s) specific orientation on safety, to minimize the risk of an accident or injury, and to have all newly hired employees trained on the safety expectations of Signature.

2.0 POLICY:

All newly hired employees (both temporary and permanent) will receive a formal safety orientation prior to starting work.

3.0 RESPONSIBILITIES:

- A. It is the responsibility of the **Facility Leader** to ensure compliance with this procedure in its entirety.
- B. Each **Supervisor** is responsible for conducting the safety orientation for his/her newly hired employee(s).
- C. It is the responsibility of all **Employees** to follow the requirements of this procedure.

4.0 PROCEDURE:

- A. UNDER NO CIRCUMSTANCES SHALL AN EMPLOYEE (EITHER TEMPORARY OR PERMANENT) BE ALLOWED TO WORK IN A PRODUCTION OR WAREHOUSE AREA OF A SIGNATURE FACILITY WITHOUT A SAFETY ORIENTATION BEING CONDUCTED.
- B. The supervisor will train the newly hired employee(s) on safety and Signature expectations. This training should include (at a minimum):
 - JHA's
 - PPE
 - Machine Guards
 - Material Handling
 - Hazard Communication
 - Tool Safety
 - Bloodborne Pathogens
 - Confined Space
 - Emergency Action Plan
 - Fire Extinguishers
 - Lockout / Tagout
 - Powered Industrial Truck Safety
 - Pedestrian Safety
- C. A copy of The New Hire Safety Orientation Guideline (see attached) should be provided to the new hire for future reference.
- D. A New Hire Safety Orientation Training Form must be completed at the end of the training. The form must be signed by the supervisor and the employee. The New Hire Safety Orientation Training Form (see attached) will be placed in the employee's personnel file.
- E. After a new hire works on his/her job for one week, a follow-up must be conducted by the facility leader or supervisor to ensure the new hire understands the safety requirements of his/her job. Such follow-up must be documented on the New Hire Orientation Follow-up Form (see attached) and retained in the employees personnel file.

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- F. Employees failing to comply with this procedure will be disciplined in accordance with normal progressive disciplinary procedures for the facility.

5.0 ATTACHMENT / FORMS:

- A. New Hire Safety Orientation Guideline
- B. New Hire Safety Orientation Training Form
- C. New Hire Orientation Follow-up Form

6.0 PROCEDURE HISTORY

- Original Issue - 5/2018
- Revised – 8/2018
- Revised – 2/2020
- Revised – 9/2023
- Revised – 1/2024



SAFETY POLICY AND PROCEDURE MANUAL

NUMBER 5.0 – NEW HIRE SAFETY ORIENTATION

ATTACHMENT A - NEW HIRE SAFETY ORIENTATION GUIDELINE

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INTRODUCTION - Safety is the most important element of your job at Signature. We believe that every employee is important, and we do not want you or any other employee to suffer an injury at work. We are equally sure you do not want to suffer the pain, possible lost wages, and other consequences of injuries. This program is designed to give you an overview of your safety responsibilities and the hazards you are likely to encounter in your daily work.

EMPLOYEE RESPONSIBILITIES - You are the person responsible for your safety. Signature provides a safe environment, policies and rules, training, promotional efforts and other safety measures, but only you can work effectively, efficiently, carefully and SAFELY.

KNOW THE RULES - You are responsible for knowing and following all safety rules.

TRAINING - You are responsible for completing all required safety training. It may prevent you from being injured or from injuring a co-worker.

JOB HAZARD ANALYSIS - Read and understand the Job Hazard Analysis (JHA) for your job. These are written procedures for each job which describe the hazards of each step in the procedure and how to perform the work safely.

HAZARDS - Be aware of safety hazards, safe work practices and rules which apply to your job and your work area. If you are unsure of how to perform an operation safely, ask a supervisor. If you see a hazard, you may act to eliminate it, but ensure that you also report it to a supervisor immediately.

REPORT ALL INCIDENTS - You must report all accidents, near miss and property damages to a supervisor. By doing this, you help to identify hazards and ways to eliminate or reduce them. If the accident is more serious, first aid or appropriate medical care will be provided for you. You are covered under the State Worker's Compensation insurance always while you are working.

UNSAFE CONDITIONS - Report all unsafe conditions to a supervisor. If you see something or someone you think is unsafe, let a supervisor know. Prevention is the best way to avoid accidents.

HOUSEKEEPING - Maintain a clean and organized work area. Not only will this make you work easier and more efficient, but it will be safer too.

EMERGENCY EXITS - Know where all facility exits are located. Be aware of what to do and where to go in case of a fire or other emergency.

SUPPORT SAFETY - Support our safety program. Your enthusiasm and support will help ensure that every employee thinks and acts safely. Help your fellow employees to work more safely too.

THINK - Think about safety always. Most of accidents are caused by people being unaware of the hazards in their surroundings. Pay attention to what you are doing. Always think about the safest way to do what you are doing. Plan how you will do the job to be sure it is done safely.

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MACHINE GUARDS - Much of our equipment and machinery has rotating, cutting or other parts which press together tightly. For your safety these machines are equipped with various types of guards to protect our employees from being injured by the moving parts. Never remove machine guards without proper training and authorization. Never operate machinery if the guards are removed, open, missing, or not in proper condition. Never attempt to by-pass guards. They are there for your protection. By-passing guards will lead to disciplinary action.

PERSONAL PROTECTIVE EQUIPMENT - Wear all personal protective equipment which is required for your job. Your supervisor will let you know what equipment you need to wear. You can always refer to the JHA (Job Hazard Analysis) for your job.

All employees are required to wear safety shoes when working in a production, maintenance, or warehouse area. Safety shoes will protect your feet from falling objects, bumps and other hazards.

All employees are required to wear ANSI approved safety glasses while working in all production, maintenance, and warehouse areas of the facility. Check with your supervisor if you have any questions.

In certain areas of the plant, you may be required to wear hearing protection. Be sure you know how to use ear plugs or other hearing protection which is provided.

Other jobs may require specialized protective equipment such as gloves, hard hats, masks or special clothing. Your supervisor will let you know if any of these items are required on your job (you can also refer to the JHA).

LOCK-OUT - Machinery power sources must be locked in an "off" position to prevent operation whenever someone is working on or repairing the equipment. Never remove a lock-out device or attempt to energize or operate machinery which has been locked out. Only authorized personnel may lock power sources, and only the individual who puts the lock on, may remove it.

HAZARDOUS CHEMICALS - Know what you are handling when you use chemical substances. Read chemical labels. Report any unlabeled barrels, cans or bottles to a supervisor. Know the location of the Safety Data Sheet (SDS) for chemicals you use in your job. Do not handle chemicals without proper training. Observe all safe practices for handling chemicals. Be aware of proper actions to take should a hazardous chemical you are working with meets your body.

CERTIFICATION REQUIREMENTS - Operating some of the equipment at the facility requires specialized training. Because of this, people who have been properly trained are given certificates or cards which authorize them to use or operate the equipment. You should never operate any of these kinds of equipment unless you have been trained, certified and authorized to do so. This equipment includes, but not limited to:

- FORK-LIFT TRUCKS and other industrial powered vehicles.
- WELDING EQUIPMENT, including handling gas cylinders.
- CRANES, hoists, slings or portable lifting gear.

If you have any questions regarding equipment certification training, please speak to a supervisor.

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EXITS AND FIRE EXTINGUISHERS - Fire is a danger in any factory operation. It is important to maintain access to all fire extinguishing equipment and all plant exits. Do not leave or store boxes, metal or other materials in front of fire extinguishers or exits and do not block the path to these places.

In case of a fire, do not attempt to put the fire out until you have alerted other employees and sounded the fire alarm. Use fire extinguishers only if you have been trained to use them. If you hear the alarm, exit the building immediately.

TOBACCO USE (including Electronic Cigarettes) - Tobacco use, including electronic cigarettes is prohibited inside our facility. Tobacco use is only allowed in a designated area.

CLOTHING - Do not wear loose-fitting clothing, un-tucked shirts, unbuttoned long sleeves, ties or other clothing which could become caught in rotating machinery. Remove watches, rings and other jewelry when operating moving equipment. Do not wear clothing that is flammable or would melt when exposed to heat. The following clothing is not allowed in production, warehouse, maintenance and yard areas: Sleeveless shirts, tank tops, shirts which expose midriffs, dresses, scarves, skirts, unsecured belts, ties and shorts.

FIRST AID - Do not attempt to administer first aid to yourself. If you or a co-worker are injured, especially if there is a loss of blood, contact a first aid trained qualified personnel to handle the situation. A Supervisor must be informed of any incidents requiring first aid.

SIGNS - Safety signs and posting are located throughout the facility. Read and obey all posted signs and directions, for everyone's safety.

CONDUCT - This is a drug-free workplace. Employees under the influence of drugs or alcohol are a danger to every employee as well as to themselves. Employees who are required to use doctor's prescribed prescription or non-prescription legal drugs while at work must report such use to the Human Resources Department or any Supervisor if such use could impair their ability to perform their job safely and effectively. The Company may test employees at the time of an injury. If you are taking prescription or other drugs which may affect your behavior or work performance, notify your supervisor immediately.

Running, horseplay, not paying attention and distracting others can all be very dangerous. Pay attention at all times. Be careful not to distract others. Do not engage in running or horseplay of any kind in the facility. The safe way to do the job is the right way to do it. Unsafe acts need to be reported immediately. Think Safety!

MATERIAL HANDLING - Much of the work in our plant involves moving, lifting and handling materials. These materials are heavy and may have sharp edges and corners.

When you must move something - plan. Think about how you will lift and move the load. Be sure the path you will take is clear of obstacles. When lifting materials, do not try to lift too much at one time. If the load is too heavy, get help or have the load moved by an industrial powered vehicle such as a fork-lift or crane. Lift by keeping the load close to your body, keeping your back as straight as possible and allowing your legs to bend to do as much of the work as possible. Avoid lifting and twisting your back at the same time. Pivot your whole body when moving a load, by moving your feet. Do not attempt to lift heavy loads above your shoulder height. If a load is too heavy, all employees must ask for assistance (25 to 40 pounds maximum is recommended for one employee). Get help or mechanical assistance. Boxes should be carried by holding opposite corners and keeping the box close to your body. When you set a load down, keep your back straight, bend at the knees, squat and do not rush.



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CONCLUSION - Of all the things you must learn and do, none is more important than learning how to work safely and to always remember to do every job the safe way.

IF IN DOUBT - If you do not know or understand the safe way to do a job, ask a supervisor. Do not attempt to bypass safety rules, safe practices, safety training or common sense. Our safety rules, like rules concerning attendance, job performance and employee conduct, are strictly enforced. If you violate these rules you may be subject to disciplinary action, including possible termination. If it is not safe, do not do it!



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ATTACHMENT B - NEW HIRE SAFETY ORIENTATION TRAINING FORM

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Employee Name: _____ Date: _____

Department: _____ Position: _____ Hire Date: _____

Training Partner: _____ Supervisor: _____

A copy of this completed checklist should be maintained in the employee's personnel file.

After reviewing and receiving a copy of the safety rules, it is the Supervisor's responsibility to ensure that the new hire has been fully instructed in all the following items. The Supervisor and newly hired employee(s) must initial next to each area that training was performed and understood:

EMPLOYEE	SUPERVISOR	1. JHA (JOB HAZARD ANALYSIS)
		Give a copy of the JHA form to the new hire
		New hire to read and understand the JHA for their job
		Explain how the job is done, and at each step, discuss the potential hazards and how they are avoided
		It is the employees responsibility to read and sign the JHA for the job that they are assigned prior to performing the job

EMPLOYEE	SUPERVISOR	2. PPE (PERSONAL PROTECTIVE EQUIPMENT)
		Safety Shoes - Explain the required type(s) of safety shoes
		Safety Glasses - Explain the required types
		Hearing Protection - List the areas requiring hearing protection. Explain proper wear and use
		Clothing - Explain dress code and any job specific requirements
		Gloves - Explain the required glove(s) for the job

EMPLOYEE	SUPERVISOR	3. MACHINE GUARDING SAFETY PROGRAM
		Explain guarding requirements.
		Explain rules regarding guard removal.
		Explain any necessary machine guarding.

EMPLOYEE	SUPERVISOR	4. MATERIAL HANDLING
		Explain proper/safe lifting techniques and when to ask for help.
		Explain any material specific precautions.

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EMPLOYEE	SUPERVISOR	5. HAZARD COMMUNICATION PROGRAM
		Explain to the new hire what chemicals used in the plant are hazardous and how to recognize them
		Show location of SDS (Safety Data Sheets) books and review secondary labeling procedures
		For each chemical: <ul style="list-style-type: none"> - Explain why the chemical is hazardous. (Is it flammable, caustic, toxic, etc.) - Explain first aid and emergency procedures. What should the employee do if the chemical contacts, skin, eyes, or is ingested - Explain what to do if the chemical is spilled - Explain how to dispose of the chemical after use - Explain any special storage or handling requirements of the chemical - Explain what Personal Protective Equipment must be worn when handling or working with the chemical - Tell employee not to use a chemical without prior training. Insure understanding that no hazardous chemical is to be used without proper training and review of the SDS

EMPLOYEE	SUPERVISOR	6. TOOL SAFETY PROGRAM
		Explain proper use and storage of commonly used tools on the job

EMPLOYEE	SUPERVISOR	7. BLOODBORNE PATHOGENS PROGRAM
		Explain the purpose of the Bloodborne Pathogen Program and universal precautions
		Explain the First Aid Practices and location of first aid kit(s)
		Review first aid responders list and introduce a responder

EMPLOYEE	SUPERVISOR	8. CONFINED SPACES
		Explain the Purpose of confined space program
		Review the confined spaces at the Facility

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EMPLOYEE	SUPERVISOR	9. EMERGENCY ACTION PLAN
		Explain the purpose of program/types of emergencies
		Review the emergency paging system
		Review the evacuation routes (facility map)
		Review the facility emergency action plan

EMPLOYEE	SUPERVISOR	10. FIRE EXTINGUISHERS
		Review the locations and marking on fire extinguishers
		Review the need to keep clear for use

EMPLOYEE	SUPERVISOR	11. LOCKOUT / TAGOUT (LOTO)
		Review the purpose of the lockout / tagout program
		Explain locking devices
		Review the authorized / affected / other employee responsibilities

EMPLOYEE	SUPERVISOR	12. OTHER SAFETY PROGRAMS
		Safety suggestions. How to make suggestions
		Powered industrial truck safety
		Other:

EMPLOYEE	SUPERVISOR	13. COPY TO NEW EMPLOYEE
		Employee was provided a copy of the "New Hire Safety Orientation Guideline".

Training presented by: _____

Supervisor Name (Print) Supervisor (Signature) Date

I received instruction on the topics noted above and understand the contents of the instruction.

Employee Name (Print) Employee (Signature) Date



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ATTACHMENT C - NEW HIRE ORIENTATION FOLLOW-UP FORM

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Employee Name: _____ Date: _____

Department: _____ Position: _____ Hire Date: _____

Training Partner (Print Name): _____ Supervisor (Print Name): _____

Signature: _____ Signature: _____

A copy of this completed follow-up form should be maintained in the employee's personnel file.

FOLLOW-UP REVIEW - Review with the employee to see if he/ she has questions regarding the following:

EMPLOYEE	SUPERVISOR	SAFETY ITEMS
		General Safety
		Housekeeping
		Proper PPE (Shoes, Glasses, Gloves, etc)
		Hazardous Conditions
		Hazardous Acts
		JHAT raining
		First Aid Stations
		Fire Extinguisher Locations
		Emergency Evacuations
		PinPoint Risk Assessment
		Safety and Housekeeping Inspection
		Accident Investigation and Reporting
		Other:
		Other:

EMPLOYEE	SUPERVISOR	OTHER POLICY ITEMS
		Attendance
		Productivity Goals
		Open Door Policy
		Hoisting Equipment
		Other:
		Other:

Employee Comments (if any): _____

